

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
2010-2011 TEACHER APPRAISAL CALENDAR**

Appraisal Period: September 13, 2010 – April 19, 2011 (114 days)

FORMAL OBSERVATIONS MAY NOT BE CONDUCTED ON THE FOLLOWING DATES:

<u>DATES</u>	<u>REASON</u>
August 23 – September 10, 2010	Beginning of school year (no formal observations conducted)
October 8, 2010	Precedes holiday
October 12, 2010	Return from student holiday
October 22, 2010	End of 1 st grading period/Precedes student holiday
October 26, 2010	Return from student holiday
November 19, 2010	Precedes holiday
November 29, 2010	Return from extended holiday
December 17, 2010	Precedes holiday
January 3, 2011	Return from extended holiday
January 13, 2011	End of 2 nd grading period/Precedes holiday
January 18, 2011	Return from extended holiday
February 18, 2011	Precedes student holiday
February 22, 2011	Return from student holiday
March 11, 2011	Precedes holiday
March 21, 2011	Return from extended holiday
March 25, 2011	End of 3 rd grading period/Precedes student holiday
March 29, 2011	Return from student holiday
April 14, 2011	Precedes holiday (applies to second appraisal only)
April 18, 2011	Return from holiday (applies to second appraisal only)
April 21, 2011	Precedes holiday (applies to second appraisal only)
April 25, 2011	Return from holiday (applies to second appraisal only)

If additional days are identified for exclusion purposes by the local Board of Trustees, the information will be disseminated to all District appraisers.

OTHER SIGNIFICANT DATES

October 1, 2010	Deadline for pre-conferences with teachers
September 13, 2010	Appraisal period begins
April 19, 2011	Appraisal period ends
April 29, 2011	Deadline for teachers to request a second appraisal in accordance with Rule, unless request is based on results of summative appraisal
May 9, 2011	Last day to conduct second appraisals unless request is based on results of summative appraisal
May 16, 2011	Summative conference deadline

- NOTE:**
- (1) The appraisal period (September 13, 2010 – April 19, 2011) applies to Domains I – IV and part of Domain V (classroom-centered criteria). Domains VI – VIII and part of Domain V should be scored at the end of the school year.
 - (2) Appraisers must refrain from conducting formal observations on dates that teachers are directly involved in test administration **and during the week of TAKS.**
 - (3) Appraisers are encouraged to refrain from conducting observations when schedules for the campus or teachers are significantly altered due to district-wide testing.
 - (4) Formal observations shall be scheduled by date and time. Notification for all formal observations must be provided at least 24 hours in advance of the observation. Appraisers are expected to notify teachers in advance or as soon as practicable if the appraiser is unable to complete a formal observation as scheduled
 - (5) Second appraisals will be conducted by campus personnel except on campuses that have only one administrator. In the case of the latter, a copy of the Request for Second Appraisal Form will be forwarded by the principal to Human Resources so that a second appraiser can be selected and assigned.
 - (6) Refer to Appraisal Timeline for additional information.

NOTE TO PRINCIPALS: All teachers require an annual appraisal. Teachers on the Standard Appraisal Process (SAP) **require** a formal 45 minute classroom observation. Teachers on the Alternate Appraisal Process (AAP) **do not** require a formal 45 minute classroom observation. If for some reason (e.g. teacher hired after January 24, 2011, or teacher is on a Leave of Absence, etc.), a formal observation was not completed for a teacher in accordance with the timelines established in the Teacher Appraisal Calendar, contact Human Resources.